Guyana Civil Aviation Authority

ATR Form B1 Instructions

Submission of ATR Forms

The ATR Forms were developed in MS Excel so as to be used to submit data electronically. Completed electronic ATR Forms are to be submitted to GCAA by email to statistics@gcaa-gy.org.

The following points are to be noted and observed when entering data on the electronic Forms:

- Do not attempt any modifications to the structure of the Forms by inserting or deleting columns or rows;
- Use only the GCAA-supplied forms when submitting data;
- Enter numerical values as numbers, not text;
- Do not use 1000 separator;
- Use either the decimal point or comma to enter decimals, depending on convention.

Form B1: On-flight Origin and Destination – Domestic Commercial Air Carriers

Statistics to Be Reported

Form B1 will be utilized to report on-flight origin and destination (OFOD) statistics for each air carrier that provides domestic scheduled and/or non-scheduled commercial air services within Guyana.

All statistics should be reported for the operating carrier. This includes: code-shared, franchised, pooled, blocked-off charters, blocked-space arrangements, joint services and leased aircraft services.

Where possible, two separate reporting forms, one for domestic scheduled services and another for domestic non-scheduled operations, should be used and this segregation of traffic type should be indicated by checking the appropriate box.

Filing Schedule

Form B1 must be completed on a monthly basis and submitted to the GCAA within one month of the reporting period to which it refers. Each form should include aggregated data for the reporting period.

Electronic Filing

Carriers should submit the requested data in electronic format, by email via the Internet to statistics@gcaa-gy.org. An electronic copy of the form can be obtained from the GCAA website at http://www.gcaa-gy.org or by contacting the Air Transport Management Directorate of the GCAA directly.

File Naming Convention

The file naming convention to be followed is: FormB1CarrierNameyyyymm

Where:

i) CarrierName is the reporting air carrier's name in Camel Case format (words are written without spaces, and the first letter of each word is capitalized)

ii) yyyymm is the reporting period (y=year and m=month)

Instructions for Completion of Form

Columns

The data to be entered into the form will be classified as follows:

i. Station-pair (Column a, Column b)
ii. Type of Aircraft (Column c)
iii. Passengers (number) (Column d)
iv. Freight (tonnes) (Column e)

Station-pair (Column a, Column b)

The revenue traffic reported on this form will be classified by station-pair. For the purposes of this form, Station here refers to any aerodrome within Guyana. This includes both the Cheddi Jagan International Airport and the Eugene F. Correia International Airport as well as all domestic interior aerodromes.

The elements which are reported in this column are the points of embarkation and disembarkation of the traffic; that is, the traffic on each flight will be subdivided by station-pair. These are based on flight numbers only (not the origin and destination based on overall route network of an airline) and must correspond to embarkation and disembarkation cities identified on the individual flight coupon or shipment document.

A passenger whose journey needs to transfer to another flight with a different flight number to complete their trip becomes an entirely new passenger with another on-flight origin and destination as a completely unrelated passenger. For passengers or freight where the airport of embarkation is not known, the aircraft origin should be deemed to be the point of embarkation. Similarly, if the point of disembarkation is not known, the aircraft destination should be deemed to be the point of disembarkation.

The point of disembarkation is not necessarily the true destination of the passenger and/or mail and/or freight. Passengers may disembark at a certain point/airport to change flights because there are no direct routes to their true destination.

Hence, this column is subdivided into two sections: "**From**" and "**To**", where point of embarkation and point of disembarkation of the revenue traffic will be entered respectively.

The following conventions should be followed when listing the station-pairs:

- *List in alphabetical order all of the station-pairs served by the air carrier during the month for which actual revenue traffic (passengers, freight and/or mail) have been recorded. List the actual names of the origin and destination aerodromes in their respective spaces, e.g. Annai – Lethem.*

- *List each station-pair twice: first in one direction and then in the reverse direction.*

- *Data on traffic carried between identical station-pairs by two or more flights should be consolidated so that a one-line entry on the form covers all the traffic carried by the air carrier between identical station-pairs during the period under consideration.*

Where carriers can clearly distinguish between scheduled and non-scheduled operations, OFOD data should be reported using two separate Forms clearly identifying the nature of the traffic by placing an X in the appropriate box.

Type of Aircraft (Column c)
Enter the complete model designation (e.g. Cessna 208B) used between each corresponding pair of stations in this column. When more than one type of aircraft has been used on the same station-pair, enter each aircraft type and the corresponding traffic data in a separate row under the same station-pair identifier.

Revenue Traffic (Column d, Column e)
Revenue load is defined as loads for which remuneration is received. Revenue loads will be reported according to the following sub-headings:

i. Passengers (number) (Column d)
ii. Freight (tonnes) (Column e)

Passengers (number) (Column d)
Enter the number of revenue passengers which were carried in this sub-column, for each corresponding station-pair.

Freight (tonnes) (Column e)
Enter the number of revenue freight tonnes (metric ton) carried, for each corresponding station-pair.

Appendix A

Conversion Factors

I — From the imperial system to metric system

1 short ton (2 000 lb) = 0.9072 tonnes
1 long ton (2 240 lb) = 1.0160 tonnes
1 statute mile (5 280 feet) = 1.6093 kilometres
1 nautical mile (6 080 feet) = 1.8531 kilometres
1 ton-mile (short tons and statute miles) = 1.4600 tonne-kilometres
1 ton-mile (long tons and statute miles) = 1.6352 tonne-kilometres.
1 kg = 0.001 tonnes

Note. — "Tonne" denotes metric and "ton" the imperial system of measurement.

II — Default mass/densities values

Air carriers are encouraged to use the values which best correspond to their operations, however if no other values are available, it is recommended the following factors be used:

Passenger mass including checked baggage:	100 kg
Freight density:	161 kg/cubic metre
Baggage density:	161 kg/cubic metre
Jet fuel density:	0.8 kg/litre

Appendix B

Symbols

The following symbols are to be used in the completion of the ATR Forms:

*	estimated data (asterisk immediately following the estimated figure)
(blank)	category not applicable
na	data not available.